



COMDTNOTE 12510

23 OCT 1992

COMMANDANT NOTICE 12510

CANCELED: 22 APR 1993

Subj: Ch-6 to COMDTINST M12510.6B, Position Classification
Manual

1. PURPOSE. This Notice provides changes to COMDTINST M12510.6B, Position Classification Manual, which establishes the procedures, practices, and responsibilities of personnel offices, supervisors, and employees concerning the classification of the U. S. Coast Guard's civilian positions.
2. SUMMARY OF CHANGES. Significant changes are marked by a vertical line in the left margin. Editorial changes are not marked. The changes affect classification administrative policy and procedures and also changes appeal requirements for all nonappropriated employees except those included in the Crafts and Trades (CT) jobs.
3. ACTION. Remove and insert the following pages:

Remove

Pages i through iv
Pages 2-1 through 2-12
Pages 3-1 through 3-7

Insert

Pages i through iv, Ch-6
Pages 2-1 through 2-16, Ch-6
Pages 3-1 through 3-7, Ch-6

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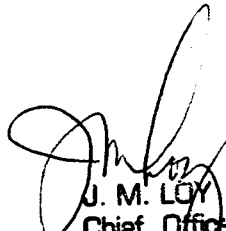
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D											1											1				
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NON-STANDARD DISTRIBUTION: B:c MLCPAC, MLCLANT (6 extra); C:b Port Angeles and Sitka only (1)

COMDTNOTE 12510

23 OCT 1992

4. FORMS AVAILABILITY. Form 3297, Position Description Review Report is cancelled.


J. M. LOY
Chief, Office of Personnel
and Training

Encl: (1) Ch-6 to COMDTINST M12510.6B

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CHAPTER 2. POSITION CLASSIFICATION.

- A. General. The classification of a position, i.e., the assignment of a pay plan, title, series, and grade, is based on the type and difficulty of the duties, responsibilities, skills requirements, and the degree of supervision exercised over and by the incumbent. These factors are presented in a position description.
1. Requirement. For each position there shall be, at all times, a current, accurate, and certified position description which reflects the officially assigned duties and responsibilities.
 2. Preparation. Position descriptions may be prepared by:
 - a. Supervisors or other program officials familiar with the work and relationships to other positions; or
 - b. Personnel specialists, who may assist supervisors based on their knowledge and information concerning the work.
 3. Approval. The supervisor is always responsible for the final approval of the document and must attest to its accuracy.
- B. Use of the Position Description. The following describes some of the uses of the position description by management and the position classifier.
1. By the Manager. The descriptions of positions in an organization reflect organizational alignments and internal relationships. They can, in that sense, provide a valuable tool in assessing the efficiency of assignments and utilization of the available skills and resources. Descriptions are also useful in planning recruitment needs, restructuring positions for economy, providing better opportunities for minority employment, reviewing training needs, or applying the incentive awards program.
 2. By the Classifier. The classifier must use the description for purposes of determining the grade, title, and occupation of the job.

- 2.B.2. a. It is the position itself, as actually operating rather than the position description, which must be evaluated by the classifier. The description merely gives the classifier insights into what work is being performed. It is also a starting point for a more detailed examination either through personal knowledge of the work in the organization, or through discussion with the employee or supervisor, or both.
- b. A common incorrect assumption made by supervisors and employees is that the grade of a position is based on the semantic sufficiency of the description. Classification is based on developing facts and concepts from the duties and responsibilities assigned to positions and applicable standards, in order to compare the salient points of each to reach a logical and sound conclusion. Therefore, a description may contain all of the "right words" but not meet the "right grade" level because of the classifier's interpretation of the facts. Similarly, a classifier's responsibility extends to modifying, with the supervisor's concurrence, a description to include facts which may not have been described or which may have been overdescribed.
- c. In brief, it is a basic tenet of classification to ensure that all of the facts are available, to go beyond the mere description to obtain these facts, and to have descriptions modified to make them accurate documentations of the work performed.
- C. Position Description Content. The following represent various elements of a position description depending on the individual duties and responsibilities represented.
1. Required Format. All positions require an Optional Form (OF-8). All position descriptions should be developed using the Factor Evaluation System format. This required change is being done to:
- a. Reduce the workload on managers/supervisors to learn different position description formats;
- b. Systematize and streamline the written work in classification offices;
- c. Reduce training time on how to write position descriptions; and

- 2.C.1. d. Permit a more standard approach to position documentation as standard position descriptions and automated position descriptions are prepared.
2. Standard of Adequacy. A position description is adequate if it states the principal duties, responsibilities, supervisory relationships and other factors of a position so clearly that it provides enough information to classify it when the following apply:
- a. It is read by a person who is familiar with the occupational fields involved, and the pertinent classification standards; and
 - b. Current information on the organization, functions, programs, and procedures concerned is readily available.
3. Supervisory Certification Statement. The supervisory certification statement in Block 20 of the OF-8 must be signed by either the immediate supervisor, 20a, or the higher level supervisor, 20b. Block 20b, the higher level supervisory certification, is optional. Block 20a is a required signature. When Block 20a is signed by a Flag Officer or deputy to a Flag Officer, Block 20b is not required. The responsible servicing personnel office must ensure that all levels of supervisors who propose or approve official statements of duties and responsibilities that, by signing Block 20a or 20b, they are attesting to the accuracy and legality of the position description.
4. Supervisory Positions.
- a. General Schedule supervisory position descriptions must contain adequate information on assigned administrative or management duties and responsibilities in addition to any technical or program management functions. The descriptions must contain a statement of the position's responsibility for ensuring the effective administration of the organization's Equal Employment Opportunity (EEO) Program in the organization under his or her supervision.

- 2.C.4. b. Federal Wage System supervisory position descriptions are placed in one of two ranges. Foreman positions typically supervise nonsupervisory workers and General Foreman positions are typically supervisors of other supervisors.
5. Collateral Duties of Employees Involved in the EEO Program. Collateral EEO duties must be documented under duties and responsibilities. FPM Letter No. 713-37, dated May 20, 1977, sets forth provisions for documenting EEO collateral duties. The collateral duty statements must be used to document EEO Counselor and Special Emphasis Program (Federal Women, Hispanic) Coordinator collateral duties occupying less than 25 percent of time.
6. Amendments. When the duties, responsibilities, or working relationships of an existing position have changed, but not so extensive as to impact the classification of the position, the position description may be amended. The Servicing Personnel Office should be consulted if there is a question as to whether or not the position should be completely redescribed or amended. An amendment, when classified, becomes a part of the official position description. Each amendment must bear the supervisor's and classifier's signature. A position description may have no more than two amendment actions and may not be longer than one typewritten page. Subsequent changes would require a complete redescription.
7. Statements of Difference. Where a complete position description and evaluation statement are prepared for the full performance level in a career ladder position and the intermediate grade level in the career ladder progression of the position is identified, a statement of difference may be used in lieu of a complete position description for the intermediate grade level.
8. Research Positions. Professional positions involving basic or applied research are required to be described in a manner eliciting the points covered in 2.C. above and, in addition, the degree of expertise enjoyed and scientific contributions expected of the employee.

- 2.C.9. Federal Wage System (FWS). Descriptions for positions in the trades and crafts occupations must contain, in addition to the characteristics stated in 2.C. above, the physical requirements and any unusual working environment conditions.
10. Fair Labor Standards Act Designation. FPM Letter 551-18, dated July 1, 1982, sets forth instructions on the application of the Fair Labor Standards Act (FLSA) to Federal employees. The responsibility rests with the Servicing Personnel Office to determine whether a position is categorized as exempt or nonexempt. The determination shall be identified on the OF-8.
11. Competitive Level Code Designation. The Servicing Personnel Office shall establish competitive level codes for all positions which are in the same grade or occupational level, and which are sufficiently alike in qualification requirements, duties, responsibilities, pay schedule, and working conditions. This will be done so that an organization may readily reassign the incumbent of any one position to any of the other positions without changing the terms of his/her appointment or unduly interrupt the work program. Competitive level codes should be identified on the OF-8.
12. Supervisory Level Code Designation. A supervisory level code determination will be made on all positions. Designations are identified on the OF-8 and should be consistent with the duties and responsibilities of the position.
13. Position Sensitivity Designation. Supervisors and managers are required to determine the position's sensitivity. The Servicing Personnel Office must ensure that a position sensitivity level code is identified on the OF-8 for each classified position. Specific questions regarding position sensitivity determinations should be referred to the Security Branch, Office of Law Enforcement and Defense Operations, at Coast Guard Headquarters.
14. Identification of Merit Pay Positions. A merit pay determination will be made on all positions at grades GS-13 through GS-15. Those positions that meet either of the criteria outlined in Section 7103 of Title 5, U. S. Code, shall be included in Coast

2.C.14 (cont'd) Guard's Performance Management and Recognition System and shall be designated "GM" on the OF-8. This information shall be included in the evaluation statement prepared on the position.

15. Designation on the Position Description of Coverage for Drug Testing. A coverage determination will be made on all positions for the drug testing program. The remarks section of the OF-8 must be annotated with one of the following comments: (1) Category I position under drug testing procedures; or (2) Category II position under drug testing procedures. To assure consistency of determinations, classification specialists making a category identification on the OF-8 is advised of the following:

a. Inclusion or exclusion of positions from either Category I or Category II must receive Commandant (G-PC) concurrence. In requesting this concurrence, drug testing program officials must provide a justification statement clearly describing why the job is safety/security critical and specifying the adverse consequences that would occur if an incumbent were to use illegal drugs.

b. All coverage designations are recorded in the Civilian Personnel Management and Information System (CIVPMIS) from which testing determinations are made. Therefore, it is critical that any OF-8 designation correlate with the CIVPMIS record.

16. Job Sharing Position Description Requirements.

a. A position description for a full-time job does not have to be modified for job sharers when two job sharers at the same grade level are jointly responsible for all the duties and responsibilities of the full-time position. Each team member should have a copy of the original position description with a statement attached stating the incumbent is a job sharer, jointly responsible for carrying out all the duties and responsibilities of the position.

- 2.C.16 b. A separate position description is required when the job sharers are individually responsible for only portions of the job, or when the job sharers are at different grade levels. The separate position descriptions are required to reflect the actual duties and responsibilities of each employee. Each job sharer must have a position description that accurately reflects his or her duties and responsibilities.

D. The General Schedule Classification System. The Federal position classification system is based on the Classification Act of 1949 (now Chapter 51 of Title 5, United States Code), which, although amended, remains the principal legal authority for classifying positions within the Federal Government.

1. Objectives. The primary objectives of the Federal classification plan for General Schedule positions are:
 - a. The need to identify positions with appropriate qualification standards;
 - b. The principle of equal pay for substantially equal work; and
 - c. The principle that variations in ranges of basic pay for different employees should be in proportion to substantial differences in the difficulty, responsibility, and qualifications of the work performed.
2. Other Uses. In addition to the above objectives, position classification is also used to:
 - a. Aid in testing, selecting, and recruiting employees;
 - b. Provide uniform terminology for record keeping, statistical, and budgetary purposes;
 - c. Identify the content and requirements of positions for promotion, reassignment, transfer, and reduction-in-force purposes;
 - d. Contribute to employee morale by assuring employees that they are receiving fair and equitable treatment;
 - e. Eliminate conflict in lines of authority and facilitate verifying work assignments;

- 2.D.2. f. Denote exempt or nonexempt positions from the Fair Labor Standards Act, as amended (PL 93-259).
3. The System. Under the General Schedule classification system, positions are first sorted into occupational groups and each of these groups is divided into series. Each series is then divided into classes and each class placed in its appropriate grade which has a salary range provided by law. The product is the position classification plan. Its structure is outlined in the Handbook of Occupational Groups and Series of Classes established under the Federal position classification plan which serves as the official guide for determining the occupational category within a position falls. The detailed definitions of the occupational groups, series, and classes, which appear as a separate publication, are the classification standards. With their aid, positions can be placed in classes and grades on a uniform basis.
- E. Federal Wage System Jobs. The Federal Wage System (FWS) provides common policies, systems, practices, and job grading standards for uniform application by all executive departments and agencies in fixing pay for wage grade employees. This is consistent with the public interest in accordance with prevailing rates. The authority to fix wage grade pay rates is vested in the heads of the individual departments and agencies.
1. General.
- a. Presidential Directive. The President's memorandum of November 16, 1965, directed the heads of executive departments and agencies, under the leadership of the Chairman, Civil Service Commission (Office of Personnel Management (OPM)), to develop a common wage system that would eliminate pay differences among agencies for the same trade and labor jobs in the same local wage areas and to bring about equitable coordination of wage grade practices.
- b. Basic Principles. The President asked for the development of common job standards and wage policies and practices to ensure interagency equity in wage rates based upon statistically valid wage surveys. The President established basic principles to ensure wages shall be fixed and adjusted from time to time to be consistent

- 2.E.1. b. (cont'd) with public interest and in accordance with prevailing rates. There shall be equal pay for substantially equal work with pay distinctions being maintained in relationship to work distinctions.

2. Legal Authorities.

- a. Exclusion from the General Schedule. Title 5, USC 5102(c)(7) excludes from the General Schedule pay and classification system all employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual labor occupations, and other employees including foremen and supervisors in positions having trades, crafts, or laboring experience and knowledge as the paramount qualification requirements.
- b. Pay-Fixing Authority For Wage Grade Employees. Heads of departments and agencies are responsible for fixing pay under authority of 5 USC 5343(4).

3. Exclusions. Coast Guard ferryboat employees are excluded from the FWS.

F. Job Grading. Federal Personnel Manual (FPM) Supplement 532-1 contains the job grading system for FWS occupations. It is broken down into three basic segments: (1) explanation of job grading system; (2) job grading standards; and (3) definitions of occupations. Coast Guard civilian personnel officers and members of their staff who are responsible for grading FWS jobs are expected to be completely knowledgeable of its contents and their application.

1. Elements of the System. The job grading system for the FWS includes the following basic elements:
- a. A framework of 39 key-ranking jobs common to most agencies, representing a cross section of various kinds of work and skill levels, which serve as the basic peg points of the grade structure;
- b. Job grading standards which provide the criteria for determining the relative worth of jobs in terms of grades;

- 2.F.1. c. A job grading method to assure consistency in the application of job standards; and
- d. A plan for coding and titling trades and labor jobs.
2. Job Grading Standards. To ensure interagency equity in job grading and wage rates, the OPM develops and publishes common job grading standards and instructions which provide the criteria for grading, titling, and coding jobs. All FWS jobs must be graded in accordance, or consistent with, such standards. For jobs not covered directly by published standards, grades are determined by comparison with standards for the most nearly related occupations.
- a. Job Grading Method for Nonsupervisory Jobs. The basic method for grading nonsupervisory jobs involves study of the job being graded, including its purpose and relationship to other jobs, analysis of the work done and its requirements, and determination of the correct grade by comparison with grade definitions in an appropriate job grading standard. The four factors identifying the nature of the occupational facts considered in grading jobs under this method are:
- (1) skill and knowledge;
 - (2) responsibility;
 - (3) physical effort; and
 - (4) working conditions.
- b. Job Grading Method for Supervisory Jobs. The grade of the supervisory job reflects its relative worth in comparison with other supervisors and its proper pay relationship to the employees supervised. The basic factors used for grading are nature of supervisory responsibility, level of work supervised, and scope of work operations supervised.
3. Grade Structure. Each job must be placed in its proper grade in accordance with OPM standards and instructions. The basic grade structure with five steps in each category is as follows:

- 2.F.3. a. Regular nonsupervisory schedule (WG) - 15 grades;
- b. Regular leader schedule (WL) - 15 grades; and
- c. Regular supervisory schedule (WS) - 19 grades.

4. Evaluation.

- a. Procedure. To determine the appropriate rating for a FWS job, the classifier must have a complete and accurate position description. On the basis of the information provided in the description, site audits, organization charts, and any other pertinent information furnished, the classifier will analyze the facts regarding the duties and responsibilities and significant organizational relationships of the position; compare the duties with published rating definitions to determine which, if any, of the existing definitions is most nearly applicable; and classify the position to the appropriate FWS rating. In arriving at an appropriate rating, the classifier is expected to supplement the available guidelines and definitions by utilizing precedent actions taken by Commandant (G-PC) and/or OPM. The classifier must ensure that determinations for similar, identical or related positions are consistent with OPM certificates.
- b. Mixed Jobs. A mixed job should be graded in keeping with the duties that involve the highest skill and qualification requirements of the job, and are a regular and recurring part of the job, even if the duties involved are not performed for a majority of the time. If a job involves regular and recurring duties at the same level in two or more occupations, the job is graded to that same level.

5. Standards Development. Official position classification standards are developed and published by OPM.

- a. Standards. Standards are developed in collaboration with technical line managers and employees in the occupation. Major users in the occupation are thus provided opportunity to assist in structuring the criteria and for making the document as realistic and current as

- 2.F.5. a. (cont'd) possible. Coast Guard organizations shall participate fully in standard studies, reviews, and development of standards when requested by OPM. All standards reviews shall be coordinated by Commandant (G-PC).
- b. Status. There may be occasions when standards are unique to, and developed by, the Coast Guard. However, without approval of the OPM, these standards have no official status. If approved, the internally developed standards have the same affect as those issued by OPM.
- c. Technology. Managers and personnel officials have the responsibility to request revisions, modifications, or establishment of new standards if technology surpasses the criteria now in existence or if new disciplines develop. Such requests must be referred to Commandant (G-PC) for further evaluation.
- d. Binding Standards. When standards are issued by the OPM, they are binding. Application of the standard must take place within the time specified by OPM, usually a 6 month period.
- e. Availability of Standards. Position classification standards are available for review by employees in the civilian personnel offices.
- G. Classification Process. The following represents the stages of development of a typical position description.
1. Cover Sheet. After preparation, the description is attached to a "cover sheet" (Optional Form 8), and is certified by the first and second level supervisor. While there is space for the employee's signature, the employee does not have to sign the OF-8 to make the description valid. It is the first and second level supervisor's responsibility to distribute and assign duties and responsibilities and apprise the employee accordingly.
 2. Request for Personnel Action. The position description with the "cover sheet" (Optional Form 8) is forwarded to the appropriate civilian personnel office as an attachment to an executed "Request for Personnel Action" (Standard Form 52).

2.G.3. Civilian Personnel Office Review. The Civilian Personnel Office will review the description, perform any factfinding necessary to clarify the submission, and evaluate the position using published OPM or internally developed and approved classification criteria. This evaluation results in a specific title, series, and grade level for the position.

4. Determination of the Civilian Personnel Office. The determination, if different from that proposed by management, is tentative pending discussion with the supervisor. The classifier will discuss the manner in which the determination was made, any deficiencies, and request more facts, if necessary. The classifier shall make every effort to assist the supervisor in understanding the basis for the decision and, where possible, offer recommendations relating to redesign of functions responsibilities, and internal position management principles and consider all other elements such as recruitment and retention problems.

5. Final Decision. If, after these efforts, the requested grade level is not supportable, the determination of title, series, and grade by the servicing civilian personnel office becomes final and the position is officially classified.

6. Appeals. Affected employees may, if dissatisfied with the classification determination of their position, initiate a formal classification appeal in accordance with Chapter 3 of this Instruction.

H. Evaluation Statements. An evaluation statement contains the reasons for a classification action and/or recommendations. It provides a written record of the analysis of the duties and responsibilities and their comparison with classification criteria. The evaluation statement is prepared and signed by the classification specialist conducting the evaluation analysis.

1. Positions Requiring Evaluation Statements. A written evaluation statement is required for positions having no published standards, all supervisory positions, all General Schedule positions reflecting an accretion of duties, positions which are mixed (representative of two or more different duties classifiable to different grade levels), the full performance level in a career ladder position, all non-standard position descriptions GS-12 and above, all positions

2.H.1. (cont'd) that do not meet the grade level requested by management, positions classified using the Primary Standard, those classified by extrapolation, and all FWS jobs at or above the journeyman level.

a. General Schedule Position Evaluation Content and Format. When writing evaluation statements, the Factor Evaluation System (FES) format form may be used. This permits:

- (1) Using a prepared form rather than a lengthy written evaluation statement;
- (2) Permits quick documentation of results;
- (3) Allows reference to factor levels and bench marks rather than lengthy description of factors and the level above and below the level allocated;
- (4) However, where comments are needed, a separate page may be added for the factors at issue if the comment block beside the factor-level allocation is not sufficient; and
- (5) All forms must be signed by the classifier.

b. Federal Wage System (FWS) Evaluations Content and Format. The following format and information is required for each FWS evaluation statement:

- (1) Identification of Position. This item provides the title, series, and grade of the position as determined in (4)(c) below along with organizational designation and geographical location (city and state).
- (2) Nature of the Action. Indicate whether the nature of action is an upgrading, rede-scription at same grade, new position, conversion action, etc.
- (3) Background Information. Provide information such as the following: identification of the previous position description and/or amendments, addition of functions causing the rewriting of the position, or any information that might assist in the evaluation of the position.

2.H.1. b. (4) Evaluation.

- (a) Series. Give the basis for selecting and assigning the series, e.g., the major function of this position is that of a journeyman painter and is, therefore, appropriately assigned to series 4102 in accordance with prescribed standards for painter.
- (b) Analysis. This is the primary portion of the evaluation statement where the comparison is made between the position description and the criteria outlined in the standard or key ranking job. In the case of mixed jobs, comparisons must be made with more than one standard. If published standards do not exist, use appropriate cross-series comparisons. Comparison with jobs in other districts, maintenance and logistics commands, or agencies is not acceptable since one or more unknown factors may be present in such outside jobs.
 - 1. The following factors must be described in analyzing jobs of a nonsupervisory nature:
 - a. Skill and Knowledge;
 - b. Responsibility;
 - c. Physical Effort; and
 - d. Working Conditions.
 - 2. Supervisory jobs must be analyzed using the following factors:
 - a. Nature of Supervisory Responsibilities;
 - b. Level of Work Supervised; and
 - c. Scope of Work Operations Supervised.

2.H.1. b. (4) (c) Conclusion. This item summarizes the basis for arriving at a proper job title, pay category (e.g., WG, WL, WS, WD, WN), series, and grade of the position.

(d) Signature. The evaluator must sign and date each evaluation.

2. Positions Not Requiring Evaluation Statements. Evaluation Statements are not needed for standard position descriptions or position descriptions resulting from headquarters occupational studies when:

a. Evaluation statements were provided as part of the study; and

b. No change in duties occurs affecting title, series, or grade.

I. Maintenance Reviews. Since OPM has abolished the requirement to conduct periodic maintenance reviews, cyclic reviews are no longer required; therefore, CG Form 3297 is eliminated.

CHAPTER 3. CLASSIFICATION APPEALS.

A. Coverage/Exclusions.

1. This appeal procedure covers all positions classified under the following systems:
 - a. General Schedule Classification System (including Performance Management and Recognition System positions), Grades 1 through 15;
 - b. Federal Wage System job grading system; and
 - c. Nonappropriated Fund Crafts and Trades positions (NA, NL and NS).
2. Academy Faculty members, officers and crews of ferryboats, Lamplighters, and Lighthouse Keepers are excluded from these procedures.

B. Employee Options. Commandant (G-PC) exercises the authority to adjudicate and decide classification appeals. Further appeals from Commandant (G-PC) adjudications must go to the Office of Personnel Management for General Schedule, Federal Wage Schedule, and Crafts and Trades positions.

1. General Schedule employees in grades 1 through 15 may file an appeal within the Coast Guard and, if dissatisfied with this decision, file a subsequent appeal with the Office of Personnel Management or initially file an appeal directly to the Office of Personnel Management. By appealing directly to the Office of Personnel Management, an employee waives the right to appeal the same classification decision within the Coast Guard. An employee may also file an appeal to the Office of Personnel Management through the Coast Guard.
2. Administrative Law Judges and positions classified by or at the direction of Office of Personnel Management must appeal directly to the Office of Personnel Management.
3. A Federal Wage System employee must appeal first to the Coast Guard. An appeal may be filed with OPM after receipt of an appeal decision within Coast Guard, but must be done within 15 calendar days of the receipt of the Coast Guard decision.

- 3.B.4. Crafts and Trades Nonappropriated Fund employees must file a classification appeal via the USCG Exchange System Field Support Office to Commandant (G-PC-2). After Commandant (G-PC-2) reviews the appeal and certifies the position description is technically correct, the appeal is forwarded to Commandant (G-PC-4) for a decision. The Crafts and Trades employees may file appeals with the Office of Personnel Management after the appeal adjudication is made by Commandant (G-PC). The appeal must be filed within 15 calendar days of the receipt of the Coast Guard decision.
5. All appeal requests must be reviewed by the servicing personnel office to ensure classification actions which they may implement are addressed at the operating personnel office level rather than unnecessarily referred for appeal adjudication. After the servicing personnel office review, any further classification issues may be appealed.
- C. Appealable/Nonappealable Items. An employee has the right to appeal the classification of the employee's position description (i.e., the title, series, grade or the placement of the position in a particular pay system) at any time. Inclusion or exclusion of a major duty, classification of a position which is not the employee's permanent position of record, classification of the position based on comparison to other positions or the rate of pay or propriety of a wage schedule for Federal Wage System employees, are not appealable. In addition, coverage determinations under the Performance Management and Recognition System are a management responsibility and may not be appealed, although the Performance Management and Recognition System is a type of compensation system.
- D. General Schedule Employee Requirements. When the employee is not entitled to retained grade or pay, the filing of a timely appeal may establish or preserve retroactive classification benefits as provided in the Federal Personnel Manual. An appeal decision which reverses in whole or in part a classification decision that results in a loss of grade or pay may be applied retroactively if the employee:
1. Files the initial appeal with the Coast Guard or the Office of Personnel Management no later than 15 calendar days after the effective date of the action taken by Coast Guard; and

- 3.D.2. Files a further appeal to the Office of Personnel Management of Coast Guard's decision no later than 15 calendar days after the employee receives the Coast Guard decision.
3. Was not notified of these limits or that there were extenuating circumstances. Commandant (G-PC) or the Office of Personnel Management may extend these time limits specified above.

E. Federal Wage System Employee Requirements.

1. An application to the Coast Guard to overturn a decision that results in a reduction in grade or loss of pay, can be applied retroactively only if the application is filed within 15 calendar days of the effective date of the change to lower grade.
2. If the employee chooses to further appeal the Coast Guard appeal decision to the Office of Personnel Management, this subsequent appeal must be filed within 15 calendar days of the receipt of the Coast Guard decision.
3. If it is found that the employee was not notified of these limits or that there were extenuating circumstances, Commandant (G-PC) or the Office of Personnel Management may extend these time limits specified above for the determinations which they have authority.

F. Nonappropriated Fund Employee Requirements (Crafts and Trades (CT) Positions with designators of NA, NL and NS). Only one appeal adjudication is allowed within the Department of Transportation (DOT). The Commandant (G-PC) exercises the authority to adjudicate and decide classification appeals. Further appeal from Commandant (G-PC) adjudications must go to the Office of Personnel Management. Appeals on job grading actions taken by Commandant (G-PC-2) will be referred to Commandant (G-PC-4) via the chain of command for adjudication. An employee not satisfied with the Coast Guard decision may appeal the decision to the Office of Personnel Management through the chain of command. An employee may not submit an appeal to the Office of Personnel Management until they have appealed to Commandant (G-PC-4).

G. Employee Representative. An employee has the right to be represented in a classification appeal by a representative chosen by the employee.

- 3.G.1. Employees and their representatives are to be allowed a reasonable amount of official time to present the appeal.
 2. An employee's representative may not be a supervisor with line authority over the position or an agency official with classification authority over the position.
 3. A representative may submit any information concerning the classification of the position but may not, as a matter of right, be present during any factfinding sessions (e.g., desk audit, supervisory interviews).
- H. Contents of an Appeal. An employee appeal to the Coast Guard or the Office of Personnel Management must be in writing and include the following:
1. Employee's name, mailing address, and office phone number;
 2. Exact location of the employee's position in the organizational structure (Administration, Office, Division, Branch, etc.);
 3. Employee's current title, series, and grade;
 4. Requested title, series, grade, or other classification action;
 5. A copy of the employee's official position description along with a statement that the employee agrees with the official description. If the employee believes the description is not accurate, the employee must provide specific written documentation regarding the disagreement and what steps have been taken to have the official description changed or modified. (Disagreements about content or verbiage do not constitute a basis for an appeal and should be resolved with the appropriate supervisors or, as a last resort, through the appropriate grievance procedure.);
 6. Why the employee believes the position is erroneously classified. If possible, reference should be made to classification standards and address specific areas of disagreement with the current evaluation statement. Federal Wage System employees who appeal to OPM must specifically identify the portion(s) of the Coast Guard appeal decision with which they disagree; and

3.H.7. Name, address, and business telephone number of the employee's representative, if one has been selected.

I. Appeal Processing. Upon receipt of a classification appeal, Commandant (G-PC) will:

1. Record and acknowledge receipt of the appeal promptly;
2. Inform the employee in writing when the appeal is forwarded to the Office of Personnel Management;
3. Establish an official position classification file separate from the Official Personnel Folder. (This file shall not contain any document or information which the employee has not been given the opportunity to review.);
4. Investigate the classification of each position to the extent necessary to ascertain the principle duties and responsibilities are assigned and performed regularly. Position management certification by the immediate supervisor will also be required;
5. When necessary, request that additional information be furnished by the employee or personnel office. Commandant (G-PC) will adjudicate appeals on the basis of information contained in the record. On-site reviews, when needed, will be conducted at the discretion of the deciding official;
6. Issue a written decision to the appellant, generally no later than 60 workdays following the date the appeal was filed. (This decision will inform the employee of the reasons for the decision, including an analysis of the classification of the position by means of comparison with the appropriate standards.);
7. Specify the effective date of any classification changes resulting from the decision; and
8. Inform the employee of further appeal rights and any time limits which must be observed.

3.J.Cancellation of Appeals.

1. Commandant (G-PC) will cancel an employee's appeal at the employee's request when the employee is no longer officially in the position unless there is a possibility of retroactive benefits, or if the employee or the employee's representative fails to furnish requested information needed to process the appeal on a timely basis.
2. A cancelled appeal will not be reopened unless the employee is able to show that extenuating circumstances existed.

K. Effect of Appeal Decision. A classification appeal decision, regarding the appealed position classification, issued by Commandant (G-PC), represents the final decision by DOT. Commandant (G-PC) decisions constitute a certificate which is binding and mandatory on personnel and personnel officers. Only Commandant (G-PC) may reopen and reconsider any decision when the action appears warranted. The Office of Personnel Management will review Commandant (G-PC) appeal decisions should those employees who are eligible (General Schedule, Federal Wage System and Crafts and Trades pay systems) choose to file a further appeal with the Office of Personnel Management.

L. Mandatory General Schedule Appeal Referrals. An appeal of a General Schedule employee must be forwarded to the Office of Personnel Management as soon as possible if Commandant (G-PC) does not have the authority to act on the appeal.

1. An appeal of a General Schedule employee may be forwarded to the Office of Personnel Management with the appellant's approval within 30 calendar days of its receipt if Commandant (G-PC) elects to have the Office of Personnel Management decide the appeal.
2. An appeal of a General Schedule employee must be forwarded to the Office of Personnel Management within 60 calendar days of its receipt when the appeal was addressed to the Office of Personnel Management through Commandant (G-PC) and Commandant (G-PC) has neither issued a favorable decision nor reached any decision after 60 calendar days.

- 3.L.3. Commandant (G-PC) will notify the employee of its intentions to forward an appeal to OPM and receive in writing the employee's concurrence. The appeal will be cancelled if the employee does not want the appeal forwarded to the Office of Personnel Management.

